

What is claimed is:

1. A method of operating a remote office having access to a plurality of documents comprising the steps of:

storing said plurality of documents on a storage medium;

providing a website accessible through an Internet;

when a user accesses said website, verifying said user is said remote office user;

providing a search engine for said remote office user to enter search terms to be found within said plurality of documents;

searching for said search terms within said plurality of documents;

displaying a list of found documents which contain said search terms;

providing said user with a selected one of said found documents.

2. A method of operating a remote office as in claim 1, wherein said providing step comprises displaying said document to said remote office user.

3. A method of operating a remote office as in claim 1, wherein said providing step comprises permitting said

remote office user to print said selected document at said remote office user's location.

4. A method of operating a remote office as in claim 1, further comprising a step of scanning said plurality of documents prior to said storing step.

5. A method of operating a remote office as in claim 1, further comprising a step of converting an electronic format of at least one of said plurality of documents to a standard format of documents stored on said storage medium.

6. A virtual document filing system for an office comprising:

a storage medium;

a website accessible through an Internet, said website providing access to said storage medium for said office;

a security system, said security system being capable of verifying an identity of said office;

a search engine, said search engine enabling said office to search for terms within said representations of said documents stored on said storage medium.

7. A virtual document filing system as in claim 6, further

comprising a scanner, said scanner being capable of scanning said documents to create said representations of said documents to be stored in said storage medium.

8. A virtual document filing system as in claim 6, further comprising an electronic document conversion tool, said electronic document conversion tool being capable of converting an electronic document into a standard format for a representation of a document to be stored on said storage medium prior to storage.